

6 JANUARY 2000

Personnel

**AIR FORCE ACADEMY DISTINGUISHED
SERVICE AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, *Awards and Decorations*, for the Air Force Academy Distinguished Service Award. It provides selection criteria and nomination procedures for the Academy Distinguished Service Award, honoring a military, civilian, or a group's significant contributions to the morale or well-being of the United States Air Force Academy. See organizational responsibilities at [Attachment 1](#).

1. The Academy Distinguished Service Award. The United States Air Force Academy (USAFA) established the Air Force Academy Distinguished Service Award in February 1999. Each year the award will be presented by the Superintendent to a military, civilian, or group, whose contributions have had a distinct impact on the morale or well-being of the Academy. Any individual or group who has contributed significantly and directly to the morale or well-being of the Academy through their generous donation of time, resources, or influence is eligible.

2. Award Timetable. In January of each year, the Director of Plans and Programs (HQ USAFA/XP), through the Development and Alumni Programs Division (HQ USAFA/XPA), will seek nominations from the Academy community at large, Association of Graduates (AOG) chapters, former Superintendents, and supporting USAF Academy foundations. Nominations must be submitted to HQ USAFA/XPA, 2304 Cadet Drive, Suite 351, USAF Academy CO 80840-5002, not later than 1 April of the current year.

3. Selection Criteria. Award selection is based on an individual's or group's accomplishments, which have had a long-term positive effect on the morale or well-being of the Air Force Academy. Former military and civilian employees are eligible upon termination of employment from the USAF Academy. However, the Academy Distinguished Service Award is intended to recognize those individuals who contribute not as part of their official duty but through their personal generosity and dedication to the institution. Personnel currently assigned to the Academy can be considered for the award as long as their contributions were performed outside of their official duty.

4. Nomination Packages. Packages should be divided into two sections.

4.1. Section I. A single page with biographical data to include name, rank (if military), duty or job title, organization or company, telephone number, and mailing address of the nominee or nominee's next of kin (NOK) for posthumous nominations. Posthumous nominations should be identified as such. A group of individuals can be considered if it was the group action that made the contribution to the Academy.

4.2. Section II. A typed narrative justification, not to exceed one page, describing the nominee's accomplishments which contributed to a long-term positive effect on the morale or well-being of the United States Air Force Academy. Place the nominee's name in the top left margin.

5. Selection Process. HQ USAFA/XP will identify and chair the selection committee comprised of senior representatives from the HQ USAFA staff, 34th Training Wing (34 TRW), Dean of the Faculty (HQ USAFA/DF), Athletics (HQ USAFA/AH), and 10th Air Base Wing (10 ABW). They will evaluate and recommend a recipient or recipients for the Superintendent's approval. The Superintendent will announce the Academy Distinguished Service Award recipients via public announcement. The award will not be limited to one per year but will be kept to a minimum to preserve the honor and prestige of the award. Recipients will be notified by 15 May.

6. Award Recognition. The award will be presented in the summer of each year at an event hosted by the Superintendent. Presentation date will be arranged based on the schedule and availability of the honorees, NOK for posthumous honoree, and the Superintendent. Guests will include the honorees, NOK (if appropriate) and guests, members of the senior staff, representatives of USAFA foundations, and members of the local community, as appropriate. The recipients will each receive an award and citation. In addition, the recipients' names will be affixed to the Academy Distinguished Service Award plaque displayed in the south lobby of Harmon Hall.

HARRY F. DAVIS, Colonel, USAF
Director, Plans and Programs

Attachment 1

ORGANIZATIONAL RESPONSIBILITIES

1. The Director, Plans and Programs (HQ USAFA/XP), Through the Development and Alumni Programs Division (HQ USAFA/XPA):

- 1.1. Requests nominations from Academy agencies and supporting USAF Academy foundations.
- 1.2. Prepares Superintendent's (HQ USAFA/CC) memorandum to the recipients notifying them of the selection.
- 1.3. Coordinates with recipients to arrange presentation date.
- 1.4. Coordinates presentation date with HQ USAFA/CC, Protocol (HQ USAFA/CCP), and Public Affairs (HQ USAFA/PA).
- 1.5. Budgets for and funds the awards, historical plaques, and recipients' travel and lodging.
 - 1.5.1. Appropriated funds will be used to purchase the awards and plaques.
 - 1.5.2. Initiates and arranges travel plans, if required, and issues appropriate invitational travel orders for the recipients. Orders will specify that per diem is NOT authorized (USAFA Form 53, **Authorization for Invitational Travel**, Item 11).
- 1.6. Coordinates with the recipients and HQ USAFA/CCP to develop, for HQ USAFA/CC approval, an appropriate guest list for the event.
- 1.7. Develops presentation citations and event program and coordinates them with HQ USAFA/CC for approval.
- 1.8. Requests engraving of awards and plates for the historical plaque.
- 1.9. Requests official record copies of the program, citations, photos, and other associated records.
- 1.10. Requests through 10 CS/SCSVP a photographer to document the event and prepares a commemorative album for the recipients.
- 1.11. Prepares an article for the Association of Graduates *Checkpoints* magazine and coordinates with HQ USAFA/PA to publicize presentation in the *Academy Spirit* and in local and national publications, as appropriate.

2. The Director of Protocol (HQ USAFA/CCP):

- 2.1. Coordinates with HQ USAFA/XPA to develop, for HQ USAFA/CC approval, an appropriate guest list for the event.
- 2.2. Funds social events using either Official Representation Funds or Superintendent's unrestricted gift funds.
- 2.3. Provides protocol support for the event and presentation.

3. The Director of Public Affairs (HQ USAFA/PA):

- 3.1. Provides appropriate publicity for awards presentation.

4. The Superintendent's Commander's Action Group (HQ USAFA/CCX):

- 4.1. Prepares remarks to be used by the HQ USAFA/CC, as required.

5. The United States Air Force Academy Association of Graduates (AOG) has agreed to:

5.1. Provide Doolittle Hall for the dinner and presentation, if required.

5.2. Coordinate menu and dinner arrangements with HQ USAFA/XPA, if necessary.